

IFS-HR
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Carson City, NV 89701

Help Desk Phone
(775) 687-9099

Help Desk Fax
(775) 687-9098

Main Fax
(775) 687-9097

****NEW****

**Toll Free
Help Desk Number
1-866-NVNEATS**

IFS-HR Staff

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Help Desk Email

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We're on the Web!
ifs.intranet.state.nv.us



**November 11
Observed Nov. 10**

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State of Nevada
Department of Personnel
Serving the citizens of Nevada with a qualified workforce

IFS-HR Newsletter

October-December 2006

The Next Chapter

Alan Rogers

On September 5, 2006, the Department of Personnel introduced the Nevada Applicant Processing and Placement System (NVAPPS) for employees, and potential employees, to apply for jobs with the State over the internet.

This program opens up a whole new era for the Department to provide interactive WEB-based services. The new system is expected to double the number of applications processed by the Department. To date, the number of applicants has nearly tripled. The system has been added to the other NEATS applications and was developed by Aeris Enterprises, Inc., the same company that developed the timesheet and training systems. Additional information for accessing

NVAPPS is on page three of this newsletter or go to the Department of Personnel (<http://dop.nv.gov/>) website to access the new system.

This system is not simply a blank application. It also provides an automated recruitment tool to manage State job openings and screening, and eventually will provide a completely integrated selection and appointment process. NVAPPS is a welcome addition to the services provided by the Department of Personnel, which will benefit the citizens of the state as well as employees.

Payroll Statements Go Electronic

Coming soon to a NEATS screen near you... will be a new offering of employee information. Have you ever lost your direct deposit statement, have you ever

wondered why you can't have your statement earlier than the Thursday before payday, have you ever needed an old statement but can't remember where you put it? Life is about to get easier. Starting in November the Department will have a new service added to the NEATS screens. Employees will be able to view the same information printed on the Payroll Direct Deposit Advice in NEATS. These statements can also be printed at a local printer. Later, employees will have the option to stop printing the statement and rely only on the electronic statement. This will provide enhanced security and save the State processing fees by eliminating the processing and mailing of statements. We hope you will find this a valuable service. Future announcements will notify all employees of the exact date when the statements are available from NEATS. ■

NEATS Update

Tricia Buckner

Wasn't it a great summer?! I traveled to the wonderful (hot) city of Las Vegas and met with some very nice people in the South to show them NEATS! Nevada Attorney for Injured Workers has successfully rolled out in NEATS this last quarter – and as always, it's such a pleasure working with great agencies!

Something new coming for NEATS users!

We've had several requests from users to change their User ID's (due to name changes, etc.). We are targeting the implementation of this request for you towards the end of November. We ask that you complete a "User ID Change

Form" so that we have a "formal" request from the users. The form will be located on our IFS-HR website and can be faxed to 775-687-9097 or mailed to 727 Fairview, Ste. A, Carson City, Nevada 89701. If you have access to ADVANTAGE-HR™ and/or

Continued on Page 2

Anticipated Week Balance

Netti DeBusk

NRS 284.350 subsection 8 states: "Upon the request of an employee, the appointing authority of the employee may approve the reduction or satisfaction of an overpayment of the salary of the employee that was not obtained by the fraud or willful misrepresentation of the employee with a

corresponding amount of the accrued annual leave of the employee."

With calendar year-end approaching, employees who are in a situation of forfeiting annual leave may request the value of that leave to be applied to their anticipated week balance.

You can check anticipated week balances in the HRDW by going to the Leave Balance Analysis section of the HRDW (right).

Click the "Employee" link (below, left). Click the "Balance" column twice to sort in descending order. At a glance, you can identify those employees who have excessive annual leave (below right). ■

HRDW: Leave Balance Analysis - Microsoft Internet Explorer

HR Data Warehouse
State of Nevada
Webpage current as of August 26, 2006 03:13 AM

Leave Balance Analysis

Employee Leave Balance for Calendar Year 2006

Analysis Settings
Timeframe: Calendar Year 2006
Agency: 070 DEPARTMENT OF PERSONNEL
Organization: 1363 HR-PERSONNEL
Leave Category: ANTP ANTICIPATED WEEK

View: Employee | Organization | Title

Duty Loc	Employee Name	ID	Balance	Liability
			\$019.92	\$019.92
			\$004.04	\$004.04
			\$1,070.90	\$1,070.90
			\$417.54	\$417.54
			\$958.68	\$958.68
			\$749.56	\$749.56
			\$004.04	\$004.04
			\$004.04	\$004.04
			\$777.32	\$777.32
			\$960.66	\$960.66
			\$1,028.12	\$1,028.12
			\$000.00	\$000.00

HRDW: Leave Balance Analysis - Microsoft Internet Explorer

HR Data Warehouse
State of Nevada
Webpage current as of August 26, 2006 03:13 AM

Leave Balance Analysis

Leave Balance by Agency and Organization for Calendar Year 2006

Analysis Settings
Timeframe: Calendar Year 2006
Agency: 070 DEPARTMENT OF PERSONNEL
Organization: 1363 HR-PERSONNEL
Leave Category: ANNL ANNUAL LEAVE

View: Employee | Organization | Title

Code	Organization	Balance	Liability
	1363 HR-PERSONNEL	11,368.06	\$310,077.62
	Total	11,368.06	\$310,077.62

HRDW: Leave Balance Analysis - Microsoft Internet Explorer

HR Data Warehouse
State of Nevada
Webpage current as of August 26, 2006 03:13 AM

Leave Balance Analysis

Employee Leave Balance for Calendar Year 2006

Analysis Settings
Timeframe: Calendar Year 2006
Agency: 070 DEPARTMENT OF PERSONNEL
Organization: 1363 HR-PERSONNEL
Leave Category: ANNL ANNUAL LEAVE

View: Employee | Organization | Title

Duty Loc	Employee Name	ID	Balance	Liability
			\$00.00	\$14,552.26
			\$02.54	\$15,156.61
			\$15.30	\$9,640.92
			\$96.32	\$9,533.56
			\$04.54	\$6,123.21
			\$02.58	\$6,626.78
			\$79.12	\$11,276.89
			\$03.01	\$4,762.76
			\$02.15	\$7,862.95
			\$02.02	\$0,764.36
			\$00.32	\$9,096.22

New Employee at IFS-HR

On May 15, 2006, Angel Lumbao started working as an Information Systems Specialist 3 for IFS-HR through DoIT. Prior to working for the State of Nevada, he was an Associate at Citco Technology in Ft. Lauderdale, Florida.



Angel graduated from the Polytechnic University of the Philippines with a degree in Computer Engineering, and also earned some units in Business Administration.

Angel loves to spend time playing with his children, and loves to cook for his wife, Aileen, whom he married in Carson City.

Moving to Northern Nevada was the best decision for him to spend more quality time with his family and to pursue his dream of learning how to ski. ■

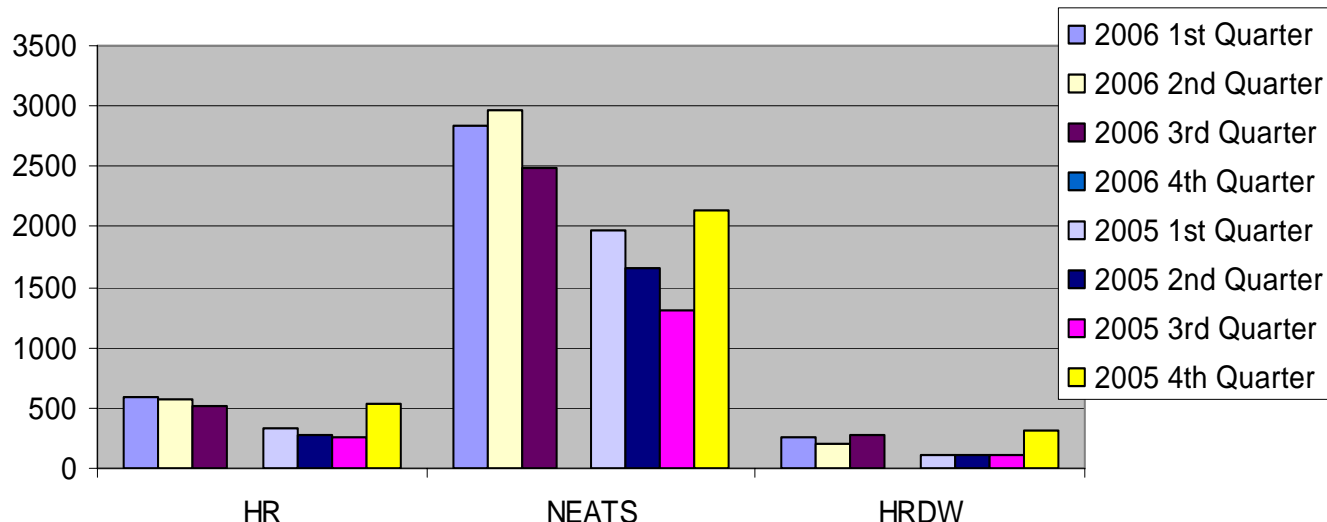
NEATS (Con't from Page 1)

HRDW, your User ID will be changed there as well. User ID's are generated by using the first letter of first name and first seven characters of your last name, unless someone has that ID already. If that is the case, then the system will put a numeric value in the last part of your User ID.

An example of a User ID change: My name is Tricia Buckner (User ID *tbuckner*). I got married to Bill Gates. My new User ID will be *tgates1* as there is already a *tgates* in our system. This new User ID will show on the timesheet audit log as well as the "current user" in the top right hand of your NEATS screen. If you have any questions, please feel free to call me at 687-9090.

Wishing you and yours the best holidays ever! ■

IFS-HR Help Desk Quarterly Calls by Calendar Year



The above graph represents the number of incoming calls to the IFS-HR Help Desk. With the implementation of NVAPPS we have experienced a significant increase in calls. Our help desk staff is assisting users in the order the call was received. Please accept our apologies for longer than normal response times.

ATTENTION! ATTENTION! ATTENTION!

If you are a State of Nevada employee who is paid by Central Payroll (CNTL) or Nevada Department of Transportation (NDOT), you can access NVAPPS from your existing account on the Nevada Employee Action and Timekeeping System (NEATS). All you need to do is log on to the NEATS website at <http://neats.state.nv.us/NEATS> and click on the “Jobs” tab. This will give you access to view and update your application and view recruitments.

Employees of the Public Employees Retirement System (PERS), using their *existing* user ids and passwords, can log in through <http://nvapps.state.nv.us/neats> to access NVAPPS and training. If you do not know your user id and password please contact the IFS-HR Help Desk for assistance.

To access your application from home all you need to do is log on to the NVAPPS website at <http://nvapps.state.nv.us/NEATS> using the same user id and password you use to log in to NEATS from work. Click on the “Jobs” tab to access your application information. **Please do NOT create a new account. You must sign in with your existing user id and password in order to receive proper consideration for departmental or divisional openings.**

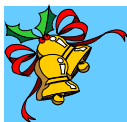
External users such as Legislative Counsel Bureau, University System, contract employees, etc., who already have accounts established for training, **will not** need to register with the system again. To access NVAPPS log on to the external NEATS website <http://training.state.nv.us> and use your existing user id and password. You can also log on to the NVAPPS website, <http://nvapps.state.nv.us/NEATS> using your existing user id and password. If you are unsure if you have an account established, please contact the IFS-HR Help Desk at 775-687-9099 or 1-866-NVNEATS (outside the Carson City area) **before** requesting a new account. ■

The screenshot shows the NEATS Home Page. At the top, there is a navigation bar with tabs: "Neats Home", "Jobs", and "Messages". The "Jobs" tab is highlighted with a red circle. Below the navigation bar is the "NEATS Home Page" title. The main section is titled "Login" and contains the following fields and options:

- User ID: [Text Input Field]
- Password: [Text Input Field]
- ☐ Remember my User ID
- Login button

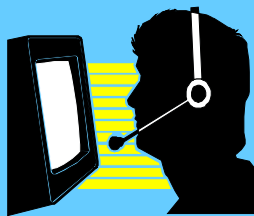
Below the login section, there is a link: "To reset your password... Click Here". At the bottom, there is a message: "If you need other assistance with NEATS... Contact the IFS-HR Help Desk @ (775) 687-9099 or toll-free at (866) NVNEATS".





Christmas
Monday Dec. 25

Agency Personnel Representatives or others who process new hire documents or address changes in ADV-HR, need to be sure to include the county code in the "country" field. Country codes should not be used. Data entered incorrectly could have a negative impact on reports generated.



775-687-9099
or
866-NVNEATS

The IFS-HR Help Desk
is available
to answer
your questions
Monday-Friday
8am to 5pm



State of Nevada
Department of Personnel

Serving the citizens of Nevada with a qualified workforce

Tips from the Help Desk

How do I update my home or mailing address on the NEATS Home Page?

This feature is only available to those agencies that enter timesheets through NEATS. If you do not enter timesheets through NEATS, please contact your Personnel Representative to update your home and/or mailing address.

Click on
View/Change
Personal Information
to access the
Employee Data
window.

Look up Postal
Abbreviations
in **Site Help**.

You can also
click on the
Employee tab
to access this
information.

This page allows employees to update their home or mailing address and other personal information. All the fields on this screen can be updated. The 'Update', 'Print', and 'Cancel' buttons are located at the bottom of the screen. Clicking the 'Update' button will save any changes. Clicking the 'Cancel' button will cancel any changes since the last update. Clicking the 'Print' button will print the changes.

If the 'Keep My Address Confidential' option is checked on this page, the system will require the user to enter info under "Mailing Address" – otherwise the mailing address is optional.

Note: Changes **must** be made in all capital letters. Do not use any punctuation. You **must** use the postal abbreviations (i.e., ST, RD, etc.) that conform to the postal standards. If you are unsure of the abbreviations, check **Site Help** on the NEATS Home Page (<https://neats.state.nv.us/NEATS>) or the NEATS Employee Handbook on the IFS-HR website (<http://ifs.state.nv.us>).

Note: The marital status on this page is not related to the marital status fields used for tax reporting purposes.

Note: Changes to data on this page can result in more than one ADVANTAGE™-HR transaction.

Note: Your agency Personnel Representative, along with Central Records, must approve the changes in ADVANTAGE™-HR prior to NEATS being updated. Please contact your agency Personnel Representative to verify they have approved your changes and informed Central Records. ■